

Form OMV 2 - Security Statement INSTRUCTIONS

Purpose:

- The form is used by Driver Safety Coordinator to acknowledge and accept OMV security statement
- Access must be limited to Driver Safety Coordinators who are responsible for reviewing ODRs
- One (1) back up for each office may be given access

Preparation:

- Form must be typed or completed in blue or black ink. Pencil entries are not acceptable.
- **All entries must be clearly and legibly written or typed.**
- Form must be reviewed and signed by the Driver Safety Coordinator or back up
- Must be accompanied by LDHR Driver History Record Request Application

Instructions:

- Form must be signed by individuals requesting access, along with date and title
- More than one requester may be listed on the form
- Upon termination or change of duties of the Driver Safety Coordinator and/or back-up, OMV must be notified via email to lhdr@dps.la.gov to cancel access.

Disposition:

- Scan and email completed form to Jason.graham@dps.la.gov or telephone (225) 925-3734 for more information.
- Maintain original in Driver Safety files

Retention:

- Copy must be kept with Driver Safety audit files. Retain the form per [DCFS Policy 6-02 Retention of Departmental Records](#)